

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2015-083 **Issue Date:** 04-28-15 **Closing Date:** 05-05-15

Administrative Assistant
Information Technology
Department of Finance
Hourly Wage: \$14.56/Regular/Full-Time

Responsible to receive, review, identify, and oversee incoming and outgoing job assignments in reference to PC applications, user requirements for assistance, training and definition. Verify all financial transactions assuring they are compliant with audit requirements. Prepare annual budget, budget modifications, purchase orders, travel authorizations, journal entries, time and attendance reports, payroll actions, leave audits and other various documents as needed. Manage and maintain Technology and Yakama Business Training & Technology Centers budget. Maintain accounting records and perform bookkeeping functions for Information Technology and Yakama Business Training & Technology Centers. Maintain correspondence files with various vendors and governmental agencies. Maintain good communication throughout the Yakama Nation organization.

Knowledge, Skills and Abilities:

- Knowledge of mainframe computer technology.
- Knowledge of personal computer technology.
- Knowledge of basic accounting and contracting procedures.
- Knowledge of JD Edwards financial software and the ability to assist users.
- Skill in personal computer application software: Office 2013, 2010, 2007, and 2003. This includes Word, Excel, PowerPoint, and Access.
- Skill in cloud computing including Outlook 365 e-mail.
- Ability to use internet browsers including Internet Explorer and Mozilla Firefox.
- Ability to perform data entry and clerical work at an acceptable level of proficiency.
- Ability to establish excellent interpersonal relations and maintain effective working relationships with other employees, agencies, and the public.
- Ability to maintain strict confidentiality of all computer data.

General Recruiting Indicators:

- Three years minimum experience in bookkeeping responsibilities with two years' experience in Information Technology and Yakama Business Training & Technology Center functions. OR a combination of work experience and education and/or training that demonstrates the ability to perform the required work.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Must possess a valid Washington State Driver License with the ability to obtain a Yakama Nation Tribal Drivers Permit.